

Submission Review and Submission Completed – Step by Step Guide

Submission Review

This section walks you through reviewing a submission in the eNC3 and Information Reporting application. On the Submission Review screen, you can review the files and form packages you uploaded. **This is your last chance to go back and edit any information.**

- [Watch a video tutorial](#)

Submission Review for 2017

Your submission has not yet been sent. Please review the information is correct before submitting.

Note: If uploading files, submission may take a few minutes. Please do not close the page while submitting.

Trouble with this page? Click [here](#) for help.

☐ I certify that, to the best of my knowledge, the return and/or payment information is accurate and complete.

| | |
|----------------------------|--------------------------------|
| Submitter Name: | Jane Doe |
| Submitter Company Name: | Company XYZ |
| Submitter Company Address: | Nowhere Lane, City, State, Zip |
| Submitter Title: | Specialist 1 |
| Submitter Phone Number: | (111) 111-1111 |
| Submitter Email Address: | janedoe@companyxyz.com |
| Tax Year: | 2017 |

Step 1. Review your submitter information, files, and/or form packages. If any information is incorrect or missing, you can click “Back” to return to the Submissions screen and edit any of your information.

The Submission Review screen is divided into two sections:

- The first section (shown in the graphic below) is the submitter information:

NCDOR NORTH CAROLINA DEPARTMENT OF REVENUE

Submission Review for 2017

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| Submitter Email Address: | janedoe@companyxyz.com |
| Tax Year: | 2017 |

Submitter Information

For **New Submission** and **Amended Submission**, you will see the files you uploaded or form packages you entered below the submitter information. The Uploaded Files section shows any files you added using the File Upload option. If you didn’t use this option, this section will not be displayed.

NCDOR NORTH CAROLINA DEPARTMENT OF REVENUE

Submission Review for 2017

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| Submitter Name: | Jane Doe |
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| Submitter Company Address: | Nowhere Lane, City, State, Zip |
| Submitter Title: | Specialist 1 |
| Submitter Phone Number: | (111) 111-1111 |
| Submitter Email Address: | janedoe@companyxyz.com |
| Tax Year: | 2017 |

Uploaded Files (1):

- 1099 (1)
- 1099INT_Return2_2017.txt (4 KB)

Form name

File size and name

Total number of files uploaded

Number of files uploaded for the form type

- The Packages section shows any form packages you added. The number of form packages added will be in parentheses next to the title “Packages.” Each form package shows the following:
 - The form package title
 - The form(s) you added (NC-3, W-2, etc.). If you added more than one of a form, the number will be in parentheses next to the form name.
 - A summary of the information reported on the form
 - The payment information, if applicable
 - Bank account type
 - Bank routing number
 - Bank account number
 - Payment amount

Uploaded Files (1):


- 1099 (1)
 - 1099INT_Return2_2017.txt (4 KB)

Packages (1):

- Company 1
 - NC-3
 - Tax Withheld per W-2 Statements: \$400.00
 - Tax Withheld per 1099 Statements: \$100.00
 - Payment
 - Bank Account Type: Business/Corporate Checking
 - Bank Routing Number: 123456789
 - Bank Account Number: 1234567801234567
 - Payment Amount: \$500.00

For a **Payment Only submission**, you will see the following payment information below the submitter information.

- Withholding account ID
- Social Security Number or Federal Employer Identification Number
- Bank account type (personal checking or savings, business/corporate checking or savings)
- Bank routing number
- Bank account number
- Payment amount (this is the amount you are paying)

| | | |
|-------------------------|-----------------------------|---|
| Withholding Account ID: | 123456789 |  Payment information |
| SSN or FEIN: | 123456789 | |
| Bank Account Type: | Business/Corporate Checking | |
| Bank Routing Number: | 123456789 | |
| Bank Account Number: | 12345678901234567 | |
| Payment Amount: | \$500.00 | |

Back
Submit

Step 2. Check the box at the top of the page to certify that your information is accurate and complete. When you're ready to submit, click Submit to continue to the Submission Completed screen.



Submission Review for 2017

Your submission has not yet been sent. Please review the information is correct before submitting.

Note: If uploading files, submission may take a few minutes. Please do not close the page while submitting.
Trouble with this page? Click [here](#) for help.

☐ I certify that, to the best of my knowledge, the return and/or payment information is accurate and complete.

Submitter Name: Jane Doe
Submitter Company Name: Company XYZ
Submitter Company Address: Nowhere Lane, City, State, Zip
Submitter Title: Specialist 1
Submitter Phone Number: (111) 111-1111
Submitter Email Address: janedoe@companyxyz.com
Tax Year: 2017

Uploaded Files (1):

- 1099 (1)
 - 1099INT_Return2_2017.txt (4 KB)

Packages (1):

- Company 1
 - NC-3
 - Tax Withheld per W-2 Statements: \$400.00
 - Tax Withheld per 1099 Statements: \$100.00
 - Payment
 - Bank Account Type: Business/Corporate Checking
 - Bank Routing Number: 123456789
 - Bank Account Number: 1234567801234567
 - Payment Amount: \$500.00

[Back](#)

[Submit](#)

Step 3. After you click Submit on the Submission Review screen, you'll receive a submission ID and a notification that your forms were processed successfully. Click Close to continue.

North Carolina Department of Revenue

All forms processed successfully. Your submission ID is
N_22977307T164836504JZVJZH

[Close](#)

Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)

Submission Completed

This section walks you through completing a submission in the eNC3 application. On the Submission Completed screen, you can print the form packages and files or payment information and return to the NCDOR homepage or begin another submission.

- Watch a video tutorial

Step 1. You must click the printer icon above the submission information to print your submission confirmation, as an email will not be sent. Click the printer icon next to each form package title to print each form package's submission confirmation individually.



Submission Completed for 2017

Thank you - your submission has been sent.

Important:

- You *must* print this page for your records. You will *not* receive an email with your Submission ID.

- Do not submit paper copies for any forms submitted electronically.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

 Print Submission Confirmation

| | |
|----------------------------|--------------------------------|
| Submission ID: | N_22977307T164836504JZVJZH |
| Submitter Name: | Jane Doe |
| Submitter Company Name: | Company XYZ |
| Submitter Company Address: | Nowhere Lane, City, State, Zip |
| Submitter Title: | Specialist 1 |
| Submitter Phone Number: | (111) 111-1111 |
| Submitter Email Address: | janedoe@companyxyz.com |
| Tax Year: | 2017 |
| Submission Time: | Wed Mar 07 2018 16:48:36 EST |

Uploaded Files (1):

- 1099 (1)
 - 1099INT_Return2_2017.txt (4 KB)



Packages (1):

- Company XYZ  Print Package Submission Confirmation
 - NC-3  Print NC-3
 - Tax Withheld per W-2 Statements: \$400.00
 - Tax Withheld per 1099 Statements: \$100.00
 - Payment

[Begin Another Submission](#)

[Done - Return to DOR Home Page](#)

You also have the option to download package details. To do this, click on the download icon.

- Package 1  Print Package Submission Confirmation
 - NC-3  Print NC-3

- Tax Withheld per W-2 Statements: \$400.00
- Tax Withheld per 1099 Statements: \$100.00



Download package details

Step 2. Click Begin Another Submission to return to the eNC3 application homepage and complete another submission. Click Done – Return to DOR Home Page to finish and return to the NCDOR website.



Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)